

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

**A.P.C.E.S** – Transfers and Postings of Lecturers / Librarians / Physical Directors working in Government Degree Colleges in the State – Lifting of ban orders on transfers – Certain guidelines – Issued.

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HIGHER EDUCATION (CE-I-1) DEPARTMENT

G.O.Rt.No. 374

Dated 03<sup>rd</sup> June, 2011

Read the following:-

1. G.O.Ms.No.479, Higher Education (CE-I-1) Department, dated 03-07-2009.
2. G.O.Ms.No.93, Finance (DCM-III) Department, dated 14-05-2011.
3. Representation dated 17-05-2011 received from the General Secretary, Government College Gazetted Teachers' Association, A.P., Hyderabad with M(HE, TE & AGRL) Endt.No.720/M(HE, TE & AGRL.)/2011, dated 18-05-2011.
4. Government Memo.No.7745/CE-I-1/2011-1, dated 19-05-2011.
5. From the Commissioner of Collegiate Education, A.P., Hyderabad, Letter Rc.No.458/Ser-II-3/2011, dated 27-05-2011.

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ORDER:-

In the G.O 1<sup>st</sup> read above, Government have issued certain consolidated guidelines for effecting the transfers of Lecturers / Librarians / Physical Directors working in Government Degree Colleges in the State for the academic year 2009-10.

2. In the G.O. 2<sup>nd</sup> read above, Government in Finance (DCM-III) Department have issued orders, relaxing the ban on transfers of Government employees valid only for the period from 16-05-2011 to 15-06-2011, subject to certain conditions as mentioned therein.

3. The Commissioner of Collegiate Education, A.P., Hyderabad, in his Letter 5<sup>th</sup> read above, has suggested certain guidelines for effecting transfers of Lecturers, Librarians and Physical Directors working in the Government Degree Colleges in the State for the academic year 2011-12. The Government have examined the matter and decided to issue guidelines for effecting the transfers of Lecturers / Librarians and Physical Directors working in Government Degree Colleges in the State during the period from 16-05-2011 to 15-06-2011, as indicated in the annexure appended to this order.

4. The Commissioner of Collegiate Education, A.P., Hyderabad, A.P., Hyderabad, shall take further action in the matter accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

C.R.BISWAL,  
PRINCIPAL SECRETARY TO GOVERNMENT.

To

The Commissioner of Collegiate Education, A.P., Hyderabad.

The Accountant – General (A&E), A.P., Hyderabad.

The Regional Joint Directors of Collegiate Education, Rajahmundry / Guntur / Kadapa and Warangal.

The Director of Treasuries and Accounts, A.P., Hyderabad.

Copy to:-

The P.S. to the Principal Secretary to Hon'ble C.M.

The P.S to the Hon'ble Minister (Higher, Technical Education and Agriculture)

The P.S to the Principal Secretary to Government, Higher Education Department.

SF/SCs.

// FORWARDED :: BY ORDER //

SECTION OFFICER

**GUIDELINES FOR TRANSFERS OF PRINCIPALS, LECTURERS, LIBRARIANS AND PHYSICAL DIRECTORS WORKING IN GOVT. DEGREE COLLEGES FOR THE YEAR 2011-12**

Sl. No.	Item	Content proposed by the C.C.E	Approval of Government
1.	Competent authority to effect transfers of various cadre of the Department	<p>(a) This is applicable to Principals, Lecturers, Librarians and Physical Directors of Government Degree Colleges. The Commissioner of Collegiate Education who is the competent authority to effect the transfers may constitute committee/ s with officials of the Commissionerate of Collegiate Education for conducting Counseling and submit details to the CCE for issue of transfer orders.</p> <p>With regard to Non-teaching staff working in Subordinate offices /Colleges, the RJDCEs concerned are competent for effecting transfers up to the cadre of Senior Assistants.</p> <p>(b) Transfers will be made on requests <b>against clear vacancies.</b></p>	Same as per guidelines issued for the year 2009-10 vide G.O.Rt.No.479, Higher Education (CE.I-1) Department, dated 03.07.2009
2.	Eligibility to apply for transfer	Those who have put in more than two years of service in a place as on 15.05.2011 only will be eligible to apply for transfer.	Same as per guidelines issued for the year 2009-10 vide G.O.Rt.No.479, Higher Education (CE.I-1) Department, dated 03.07.2009
3.	Schedule of transfers	The Commissioner of Collegiate Education will draw Schedule for effecting transfers and complete the entire process on or before 15.06.2011	Same as per guidelines issued for the year 2009-10 vide G.O.Rt.No.479, Higher Education (CE.I-1) Department, dated 03.07.2009
4.	On the verge of retirement	Those who are retiring on or before <b>30.06.2012</b> shall not be transferred unless they make a request for transfer.	<p>Same as per guidelines issued for the year 2009-10 vide G.O.Rt.No.479, Higher Education (CE.I-1) Department, dated 03.07.2009.</p> <p>The employees retiring within next two years [as on the date specified by the G.O lifting ban on transfers] shall not be transferred unless they make a specific request for transferring them.</p>
5.	Period of stay in a particular station  <b>(New Point-1)</b>	<p>No person shall be transferred before completion of 2 years of service in a particular station as on 15.05.2011 and no person shall be retained beyond 5 years of service subject to not exceeding 20% of cadre strength. The competent authority shall give priority as given below:-</p> <p>(a) Longest standing downwards.</p> <p>(b) Person working in hardship areas.</p>	This Point is taken from the G.O.Ms.No.93, dated 14.05.2011 (point vii) (Transfer G.O. of 2011-12).

6.	Office bearers of recognized Service Associations and certain categories of Lecturers  <b>(Modified Point)</b>	<p>1.The standing instructions on the transfers of Office Bearers of recognized employees unions as issued in Government Circular Memo.No.26135/Ser.Welfare/2002-1 of G.A.(Services) Department, dated 19.06.2002 shall be followed.</p> <p>2.The following categories of teachers shall not be disturbed as far as possible:- (a)Coordinators of colleges who have submitted Reaccreditation Reports for NAAC accreditation  (b)Lecturers in-charge of NCC Units can be transferred, if required as per other norms, to colleges where NCC Unit exist. (c)Lecturers engaged in Major/Minor Research Projects can be transferred to college where such facilities exists, subject to satisfaction of other conditions and eligibility criteria and entitlement points.</p>	<p>In 2009-10 transfer guidelines, it is mentioned that the following categories should not be disturbed as far as possible viz., Office bearers of Service Associations, Best Teacher Awardees, NAAC Coordinators, JKC Coordinators, Mentors of English Language, persons engaged in Research activities. The representations of Service Associations are as follows:</p> <p><u>A.GCGTA</u></p> <p>1.Office bearers be exempted 2.The above categories of teachers may be given 2 years of concession beyond 5 years. However, if there is a request from deserving teachers from other places, those who have put in service beyond 5 years may be shifted.</p> <p><u>B.GCTA</u></p> <p>1.Office bearers be exempted 2.All the above mentioned categories of lecturers need not be exempted from transfer on administrative grounds. 3. Lecturers engaged in Research work may not be disturbed.</p>
7.	Criteria for transfers	The transfers will be effected based on the entitlement points scored by individual applicants on the criteria as mentioned below. The highest scorer in the respective subject and zone will be given the first choice and so on.	Same as per guidelines issued for the year 2009-10 vide G.O.Rt.No.479, Higher Education (CE.I-1) Department, dated 03.07.2009
8.	<b>Entitlement of points</b>		
(a)	Length of service in a particular station  <b>(New Point-2)</b>	<p>Depending up on length of service rendered in a particular station, the points to be awarded to the employee are as follows: 2 - 3 years - 1 Point 4 years - 2 Points 5 years - 3 Points <b>More than 5 years - 3 Points</b> <b>1 Point for each completed year of service as on 01.05.2011(maximum 5 points)</b></p>	This point has been modified from 2009-10 guidelines which read as "1 Point for every completed five years of service as on 01.06.2009". As there is possibility of transfer of a candidate with more than 5 years of service, the entitlement points earned will be more (maximum of 5) to seek transfer compared to a candidate who has put in less than 5 years of service in a particular station.

(b)	Category of working station / Place	<p>The applicant earns entitlement points for each completed year of service after 2 years in the present station, as on 01.05.2011, depending up on the category of area he / she is working in as shown below</p> <table><tr><th>Area Category</th><th>Area</th><th>Entitlement Points for each completed year of service as on 01.05.2011</th></tr><tr><td>I</td><td>30% HRA (under state pay scales) Area</td><td>0</td></tr><tr><td>II</td><td>20% HRA Area</td><td>1</td></tr><tr><td>III</td><td>14.5% HRA Area</td><td>2</td></tr><tr><td>IV</td><td>12% HRA Area</td><td>3</td></tr></table>	Area Category	Area	Entitlement Points for each completed year of service as on 01.05.2011	I	30% HRA (under state pay scales) Area	0	II	20% HRA Area	1	III	14.5% HRA Area	2	IV	12% HRA Area	3	Same as per guidelines issued for the year 2009-10 vide G.O.Rt.No.479, Higher Education (CE.I-1) Department, dated 03.07.2009
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IV	12% HRA Area	3																
(c)	Marital status	<b>5 Points</b> for woman lecturers who are unmarried/ widowed /divorced	Same as per guidelines issued for the year 2009-10 vide G.O.Rt.No.479, Higher Education (CE.I-1) Department, dated 03.07.2009															
(d)	Spouse cases	<b>5 Points</b> for those, whose spouse is working in State or Central Government or Public Sector undertaking or Local Body or Aided Institution in the same place opted for transfer or a nearby place. Note: The applicants seeking transfer under this category shall produce a certificate issued by the Head of the office where the spouse is working in proof of the claim.	Same as per guidelines issued for the year 2009-10 vide G.O.Rt.No.479, Higher Education (CE.I-1) Department, dated 03.07.2009															
(e)	Health Grounds	<b>5 Points</b> for the applicants with the following health problems: (i)Physically handicapped with more than 70% handicap (ii)Suffering from the following diseases (i)Cancer (ii)Heart Operation (iii)Neuro-Surgery (iv)Bone T.B. (v)Kidney Transplantation (iii)Applicants with dependant children who are mentally retarded and are under treatment suffering from Juvenile Diabetes, holes in heart by birth and who are under medical treatment and seeking transfer to place where required medical facilities are available. <u>Note:</u> Persons seeking transfer under this category shall produce a medical certificate issued by a Government Doctor not below the rank of a civil surgeon under his seal & signature	Same as per guidelines issued for the year 2009-10 vide G.O.Rt.No.479, Higher Education (CE.I-1) Department, dated 03.07.2009															
9.	Preference in case of Women colleges  <b>(Modified Point)</b>	To Women's Degree Colleges, preference will be given to Women Principals, lecturers, Librarians and Physical Directors. Male persons working in Women's Colleges shall be replaced by Women irrespective of the fact whether the concerned persons completed the prescribed period of stay or not. Provided	Modified point is taken from Point 10(d) of G.O.Ms.No.28, HE Dept., dated 29.03.2004 in order to promote the interest of women students and															

		that where required number of women lecturers are not available, male teachers who are over and above 50 years age will be considered for posting to such colleges if there are no requests from women teachers	staff in Women's colleges. .
10.	Application form	The transfer application form may be downloaded from the department website: <a href="http://www.apcce.gov.in">www.apcce.gov.in</a> .	Same as per guidelines issued for the year 2009-10 vide G.O.Rt.No.479, Higher Education (CE.I-1) Department, dated 03.07.2009
11.	Notification of vacancies and names of the details of the applicants on the website:	The following lists may be notified in the website of the dept. 1.The list of names of the persons who applied for transfer with entitlement points. 2.Subject, college and zone-wise clear vacancy position	Same as per guidelines issued for the year 2009-10 vide G.O.Rt.No.479, Higher Education (CE.I-1) Department, dated 03.07.2009
12.	Exercising option of places  <b>(New Point-3)</b>	All the employees seeking transfer shall indicate three (3) places in the order of preference. When more than one employee opts a particular place, preference shall be given to a person who has put in longest service in a particular station. Note: Candidates have to keep in mind the focal and non-focal places while exercising the places of option.	This point is taken from point no.(v) of G.O.Ms.No.93, dated 14.05.2011.
13.	Counseling on specified dates	Counseling will be held on specified dates and the persons attending the counseling will not be entitled to any TA/DA. However, it will be treated as 'ON DUTY'	Same as per guidelines issued for the year 2009-10 vide G.O.Rt.No.479, Higher Education (CE.I-1) Department, dated 03.07.2009
14.	Counseling Procedure  <b>(Modified Point)</b>	Lists of applicants will be arranged subject-wise and zone-wise in the descending order of points scored. Such lists shall be displayed on the notice board at the counseling camp. The applicants called in the order of score, will choose any of the vacant posts available at that point of time and exercise his / her option in writing. In case two or more applicants secure same number of score, preference shall be given to the employee who has put in longest service in the particular station.  Video counseling may be held wherever deemed necessary by competent authority	Same as per guidelines issued for the year 2009-10 vide G.O.Rt.No.479, Higher Education (CE.I-1) Department, dated 03.07.2009  Modified. The Video counseling is proposed in the existing guidelines.
15.	Focal and non-focal places of postings  <b>(New Point-4)</b>	Transfers will be effected from focal to non-focal, non-focal to non-focal or from non-focal to focal posts only. In no case, transfers will be from one focal post to another focal post.	This point is taken from point no.(ix) of G.O.Ms.No.93, dated 14.05.2011.
16.	Issue of transfer orders	Based on the recommendations of the respective committees, the CCE will issue transfer and posting orders.	Same as per guidelines issued for the year 2009-10 vide G.O.Rt.No.479, Higher Education (CE.I-1) Department, dated 03.07.2009.

17.	Display of transfers on the website	The transfers effected may be displayed on the Website after completion of counseling.	Same as per guidelines issued for the year 2009-10 vide G.O.Rt.No.479, Higher Education (CE.I-1) Department, dated 03.07.2009
18.	Relief & joining	Those who are transferred shall be relieved from the present place of working immediately on receipt of the transfer orders. Under any circumstances the person will be deemed to have been relieved at the end of 7 days of the receipt of the order. Any violation of this condition shall be viewed seriously by the Government.	Same as per guidelines issued for the year 2009-10 vide G.O.Rt.No.479, Higher Education (CE.I-1) Department, dated 03.07.2009
19.	No TA & DA & joining time	Those who are transferred shall not be entitled to any TA / DA and joining time since the transfers are at their request.	Same as per guidelines issued for the year 2009-10 vide G.O.Rt.No.479, Higher Education (CE.I-1) Department, dated 03.07.2009
20.	Punishment for furnishing false information	Anybody who has submitted false information and / or certificates and also the officers, who have countersigned such false information, are liable for disciplinary action, as well as criminal action.	Same as per guidelines issued for the year 2009-10 vide G.O.Rt.No.479, Higher Education (CE.I-1) Department, dated 03.07.2009

Note:-

The Government have issued rules for regulating transfers of teaching staff in the Collegiate Education Department vide G.O.Ms.No.28, Higher Education (CE.I) Department, dated 29.03.2004. The rules issued in the said G.O., have been covered in the guidelines now proposed, except the parameters for grading performance indicators of teaching staff (Rule-11) since the performance records of the each staff is not readily available and as the time schedule for effecting transfers is short and the transfers are proposed under special circumstances of relaxation of ban by Government and not in routine course.

C.R.BISWAL,  
PRINCIPAL SECRETARY TO GOVERNMENT.

SECTION OFFICER